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# STARS MANUAL

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## WORKERS COMPENSATION

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### INTRODUCTION

The following chapter covers how information in the vendor payment file, the vendor edit table and expenditure subobject descriptor table is used to determine whether a transaction will show on the Workers Compensation report sent to the State Insurance Fund (SIF) for their review.

### WORKERS COMPENSATION REPORTING – WHAT IS IT

The SIF has identified the expenditure subobjects that they believe could possibly represent services that require workers compensation coverage. At the beginning of the calendar year, the SCO Division of Statewide Accounting runs job DA809196 which creates the Worker's Compensation Report (DAFR0243) for the State Insurance Fund. The information on the DAFR0243 comes from the Vendor Payment File and includes payments made with the workers compensation flagged expenditure subobjects. To view the workers' compensation subobjects, access the [APPENDIX A - EXPENDITURE SUBOBJECT LONG LIST](#) in the STARS User Manual.

The SIF reviews the DAFR0243 to determine if your agency needs to pay worker's compensation for someone who provides services to your agency but who does not carry their own worker's compensation. The SIF may bill your agency for the coverage.

## WORKERS COMPENSATION – UNDERSTANDING THE BASICS

The SIF identified the following criteria for information on the DAFR0243 - Workers Compensation Report:

- Transactions on the [VENDOR PAYMENT FILE](#)
- [EXPENDITURE SUBOBJECTS](#) identified by SIF as possible workers compensation payments.
- Exclude some of the [VENDOR TYPES](#) found on the Vendor Edit Table.

### VENDOR PAYMENT FILE

The DAFR0243 – Workers Compensation Report shows transactions with effective dates from January 1 through December 31 of each calendar year by using both the Prior Year Vendor Payment File (January 1 – June 30) and the Vendor Payment File (July 1 – December 31). The DAFR0243 reports only those expenditure subobjects that are flagged as workers compensation reportable.

### EXPENDITURE SUBOBJECTS

Each expenditure subobject is set up on STARS Descriptor Table 10. Entries in the **WCOMP** area on the reference-data line determine the workers compensation reporting for each expenditure subobject.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 10 EXPENDITURE SUBOBJECT		
.... ....1.... ....2.... ....3.... ....4.... ....5		
TABLE-ENTRY-KEY: <b>5150</b>		
EXPEND SUBOBJECT		
REFERENCE-DATA: 500051010	M07110500Y	Subobject 5150 has a Y “yes” indicator. Expenditures recorded with subobject 5150 will show on the DAFR0243.
OBJSUMVLVL1099BOXGVTPROP <b>WCOMP</b>		
TITLE: <b>OTHER SERVICES</b>		

The STARS User manual has three (3) different [Expenditure Subobject Listings](#) that can be useful in determining which expenditure subobject is most correct for recording an expenditure in STARS. When using the above link, scroll down to STARS Manuals: App. A – Subobjects and select the appropriate version.

### Example of Expenditure Subobject Long List

<u>SUBJECT</u>	<u>TITLE</u>	<u>1099</u>	<u>W/C</u>	<u>DESCRIPTION</u>
5150	Other Services	M07	Y	Other services not specified above.

The expenditure subobjects with a workers compensation indicator of “Y” (yes) show on the report.

### VENDOR TYPES

Expenditures made to vendor types of E (employee reimbursements), G (governments) and D (EIS payroll vendors) will not show on the workers compensation report.

VERSION 3.1	STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY	S021
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
VENDOR NUMBER: 518999999 00 DMI: VENDOR AGY: 000 DUE DAY(DD):		
VEND TYPE: <del>E</del>	VEND STATUS: 0 CHG AGY: 142 W-9 AGY:	1099 NAME/ADDR:
SORT SEQUENCE: EMPLOYEEJO SS EIN NUMBER: 518999999 00 1099 INDICATOR: N		
VENDOR NAME...: JOE EMPLOYEE	Expenditures made to vendor types E, G and D do not show on the DAFR00243.	
VENDOR NAME 2: STATE EMPLOYEE		
VENDOR ADDRESS: 2222 N ANY ST	STATE: ID ZIP CODE: 83702	
CITY: BOISE		
PHONE: 208 999 1234 CONTACT NAME:		
ABA NO: FINANCIAL INSTITUTION:		
FINANCIAL INSTITUTION ACCT NO:	ACCT TYPE:	
PRENOTE IND: PRENOTE DATE:		
EFF START DATE:	EFF END DATE:	LAST PAID DATE: 082103
		LAST PROC DATE: 050703
		INTERRUPT: ACTIVE
Z06 RECORD SUCCESSFULLY RECALLED		
PLEASE ENTER FUNCTION		
PF8=RECALL/NEXT USING VENDOR SORT SEQUENCE		

To verify that a transaction code posts to the Vendor Payment File, recall the transaction code on STARS - Transaction Code Decision Table Maintenance/Inquiry (Screen 28) and look in the VEND-PAYMENT field. You could also check the DAFR8640 (Autodoc) under VENDOR-PAYMENT-IND found in the middle of each page. See the [Transaction Code Decision Table](#) chapter for more information.

## WORKERS COMPENSATION REPORTS

WORKERS COMPENSATION REPORT	
DAFR0243	<p><b>Workers Compensation Report</b></p> <p>Statewide report that lists the agency, vendor number, name, and address, the expenditure subobject, and the amount. The State Insurance Fund receives this report in January of each year.</p> <p>The DAFR0243 is created when SCO Division of Statewide Accounting runs job DA809196. A report request must be set up on the STARS Report Request table in order for the report to generate correctly.</p>